

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

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TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: ADULT EDUCATION AND LITERACY PROVIDERS

The purpose of this bulletin is to convey information from the California Workforce Investment Board (CalWIB) and California Department of Education (CDE) regarding adult education and literacy providers.

The adult education and literacy providers funded through Workforce Investment Act (WIA) Title II are required One-Stop partners. They are chosen through a competitive process, must meet rigorous standards for delivery of services to participants, and must comply with accountability and fiscal integrity requirements. WIA Title II agencies are experts in helping participants with low levels of literacy (those with less than high school educations or who do not communicate effectively in English) and are important assets in their communities.

One-Stops can refer participants to adult education and literacy providers for core and intensive services:

- (1) Core services: educational assessments and testing.
- (2) Intensive services: basic literacy classes, such as adult basic education, English as a Second Language, GED preparation, and high-school diploma programs (the providers are not required to be on the Eligible Training Provider List).

Conversely, WIA Title II agencies refer students to One-Stops for assistance with job searches, resumes, career counseling, and referrals to vocational or job training programs.

The attached letter from the CalWIB Chair, Lawrence B. Gotlieb, recommends that local workforce investment boards (LWIBs) engage in discussions with WIA Title II agencies in their area to identify the literacy problems facing both employers and job seekers. Collaboration between these two partner groups can facilitate the leveraging of their respective resources for the betterment of One-Stop services. Discussions between LWIBs and WIA Title II providers can be used to develop a Memoranda of Understanding that will articulate the roles and responsibilities of each.

Toward the goal of better One-Stop participation of Title II agencies, the CDE has issued to Title II agencies the attached memo, which has two attachments of its own -- *Guidelines for Developing a Memorandum of Understanding* and *Frequently Asked Questions*.

For additional information regarding this bulletin, contact the CDE at (916) 322-2175 or visit the CDE Web site at www.cde.ca.gov/adulteducation. You may also contact Javier Romero of the CalWIB at (916) 324-3277 or jromero@cwib.ca.gov.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments are available on the Internet:

1. [CalWIB Letter](#) (PDF)
2. [CDE Memo](#) (PDF)